

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Supervisor (Maintenance) #50408526

ANNOUNCEMENT NO. 032-2016

SALARY: WS-212 / Minimum \$25,251 / Maximum \$51,688 annual salary

LOCATION: LANG- YCP-CM, Camp Minden, Minden, Louisiana

OPEN: 15 April 2016

CLOSE: 29 April 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must be able to operate hand and power tools. Must have working knowledge of plumbing, carpentry, minor electrical and HVAC Systems. Must have skills to act as Instructor for NCCER.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Responsible for overall maintenance operations at YCP. Advises Supply Supervisor of readiness level of Maintenance Operations. Indirectly supervises Supply Specialists and assists Warehouse Manager in his duties when needed. Assists Supply Supervisor in determining work schedules. Assists Warehouse Manager with Fleet Records to include scheduled maintenance records and dispatch. Maintains DD Form 314 on Equipment. Supervises and performs scheduled maintenance on equipment. Inspects and maintains real property assigned to YCP-Minden. Maintains Fire Safety Inspection Files. Maintains job order files. Schedules and Supervises Inmate Work Crew. Assists in maintaining general issue files. Conducts frequent inspections on equipment and real property. Assigns maintenance tasks to Inmate work crew assigned to Maintenance Section. Performs carpentry and light plumbing repairs to real property. Maintains working level of common maintenance supplies. Assists in inventorying supplies upon receipt. Assists in stocking shelves once supplies are inventoried. Assists in issue of supplies to using sections. Assists in Annual and Special Inventories. Assists with turn-in for cadet laundry. Assists with linen exchange for cadets once a week. Prepares MV3/MV4 for section's State vehicles. Acts as Instructor for NCCER Program. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually. Performs other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Harding

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